



# How to Allocate Expenses and Create Allocation Favorites

1. Open the Expense Report with the items requiring allocation.
2. Click on the **Details** tab.

Concur® Georgia

My Concur Request Expense Reporting Profile

View Reports New Expense Report View Receipt Store Approve Reports View Cash Advances New Cash Advance

Instate Travel 7-16 to 31 Sgl [Delete Report] [Submit Report]

[New Expense] [Details] [Receipts] [Print / Email] [Hide Exceptions]

**Exceptions**

Expense	Date	Amount	Exception
Personal Car M...	07/26/2013	\$173.46	The Transaction Date is Greater than 30 days old. Please be more timely in your expense submissions.
Personal Car M...	07/23/2013	\$45.76	The Transaction Date is Greater than 30 days old. Please be more timely in your expense submissions.

**Expenses** [Move] [Delete] [Copy] [View] [New Expense] [Receipt Store]

Date	Expense	Amount	Requested
07/26/2013	Personal Car M...	\$173.46	
07/23/2013	Personal Car M...	\$45.76	

3. Select **Allocations**

Concur® Georgia

My Concur Request Expense Reporting Profile

View Reports New Expense Report View Receipt Store Approve Reports View Cash Advances New Cash Advance

Instate Travel 7-16 to 31 Sgl [Delete Report] [Submit Report]

[New Expense] [Details] [Receipts] [Print / Email] [Hide Exceptions]

**Exceptions**

Expense	Date	Amount	Exception
Personal Car M...	07/26/2013	\$173.46	Greater than 30 days old. Please be more timely in your expense submissions.
Personal Car M...	07/23/2013	\$45.76	Greater than 30 days old. Please be more timely in your expense submissions.

**Expenses** [Move] [Delete] [Copy] [View] [New Expense] [Receipt Store]

Date	Expense	Amount	Requested
07/26/2013	Personal Car M...	\$173.46	
07/23/2013	Personal Car M...	\$45.76	

4. Select individual expenses or click on the box next to date to select all expenses

Allocations for Report: Instate Travel 7-16 to 31 Sgl

**Expense List** [Allocate Selected Expenses] [Clear Selections] [Summary]

Select Group

Date	Expense	Group	Amount
07/22/2013	Fixed Meals		\$28.00
07/23/2013	Fixed Meals		\$28.00
07/26/2013	Fixed Meals		\$36.00
07/26/2013	Personal C...		\$173.46
07/23/2013	Personal C...		\$45.77

**Allocations** [Allocate By: ] [Add New Allocation] [Delete Selected Allocations] [Favorites] [Add to Favorites]

Percentage \* Department \* Program \* Fund Source \* Fund \* Project

## 5. Click on **Allocate Selected Expenses**

Allocations for Report: Instate Travel 7-16 to 31 Sgl

**Expense List**

Allocate Selected Expenses Clear Selections Summary

Select Group

Date	Expense	Group	Amount
07/22/2013	Fixed Meals		\$28.00
07/23/2013	Fixed Meals		\$28.00
07/26/2013	Fixed Meals		\$36.00
07/26/2013	Personal C...		\$173.46
07/23/2013	Personal C...		\$45.77

**Allocations**

Allocate By: Add New Allocation Delete Selected Allocations Favorites Add to Favorites

Percentage \* Department \* Program \* Fund Source \* Fund \* Project

## 6. The Allocations area opens

Allocations for Report: Instate Travel 7-16 to 31 Sgl

**Expense List** **Allocations** Total:\$283.23 Allocated:\$283.23 (100%) Remaining:\$0.00 (0%)

Allocate Selected Expense Allocate By: Add New Allocation Delete Selected Allocations Favorites Add to Favorites

Select Group

Percentage	* Department	* Program	* Fund Source	* Fund	* Project	* Class	Activity
100	STATE GOVERN...	(0850201) State...	(01000) STATE G...	(10100) Operati...	(01) STATE BASE...	301	

## 7. The default allocation type is Percentage. To allocate by amount click on the **Allocate By** tab and select **Amount**.

Allocations for Report: Instate Travel 7-16 to 31 Sgl

**Expense List** **Allocations** Total:\$283.23 Allocated:\$283.23 (100%) Remaining:\$0.00 (0%)

Allocate Selected Expense Allocate By: Add New Allocation Delete Selected Allocations Favorites Add to Favorites

Select Group

Percentage Amount

* Department	* Program	* Fund Source	* Fund	* Project	* Class	Activity
STATE GOVERN...	(0850201) State...	(01000) STATE G...	(10100) Operati...	(01) STATE BASE...	301	

## 8. The line that appears represents the default department, program, etc. of the person creating the Expense Report. This information comes from the HCM system. To add one or more additional lines create allocations click on the **Add New Allocation**

Allocations for Report: Instate Travel 7-16 to 31 Sgl

**Expense List** **Allocations** Total:\$283.23 Allocated:\$283.23 (100%) Remaining:\$0.00 (0%)

Allocate Selected Expense Allocate By: Add New Allocation Delete Selected Allocations Favorites Add to Favorites

Select Group

Percentage	* Department	* Program	* Fund Source	* Fund	* Project	* Class	Activity
100	STATE GOVERN...	(0850201) State...	(01000) STATE G...	(10100) Operati...	(01) STATE BASE...	301	

- a. Each time you click on **Add New Allocation** a new line appears and the percentage automatically adjusts.
- b. You may enter the desired percentage amount in the percentage field.

Allocations for Report: Instate Travel 7-16 to 31 Sgl

Expense List		Allocations						
Allocate Selected Expense		Total:\$283.23 Allocated:\$283.23 (100%) Remaining:\$0.00 (0%)						
Select Group		Allocate By:	Add New Allocation	Delete Selected Allocations	Favorites	Add to Favorites		
		Percentage	* Department	* Program	* Fund Source	* Fund	* Project	* Class
<input type="checkbox"/>	...	<input type="checkbox"/>	33.33333334	STATE GOVERN...	(0850201) State...	(01000) STATE G...	(10100) Operati...	(01) STATE BASE...
<input type="checkbox"/>	0...	<input type="checkbox"/>	33.33333333	STATE GOVERN...	(0850201) State...	(01000) STATE G...	(10100) Operati...	(01) STATE BASE...
<input checked="" type="checkbox"/>	0...	<input type="checkbox"/>	33.33333333	STATE GOVERN...	(0850201) State...	(01000) STATE G...	(10100) Operati...	(01) STATE BASE...

9. To change any of the available fields, click on the field in the row you wish to make a change.

- a. Select the appropriate choice from the dropdown
- b. You may also type the item, such as department, fund source, etc directly in the field

Allocations for Report: Instate Travel 7-16 to 31 Sgl

Expense List		Allocations						
Allocate Selected Expense		Total:\$283.23 Allocated:\$377.64 (133.33333333%) Remaining:\$-94.41 (-33.33333333%)						
Select Group		Allocate By:	Add New Allocation	Delete Selected Allocations	Favorites	Add to Favorites		
		Percentage	* Department	* Program	* Fund Source	* Fund	* Project	* Class
<input type="checkbox"/>	...	<input type="checkbox"/>	60	STATE GOVERN...	(0850201) State...	(01000) STATE G...	(10100) Operati...	(01) STATE BASE...
<input checked="" type="checkbox"/>	0...	<input checked="" type="checkbox"/>	40	STATE GOVERN...	notion Progr...	(01010) STATE_F...	(10100) Operati...	(01) STATE BASE...
<input type="checkbox"/>	0...	<input type="checkbox"/>	33.33333333	STATE GOVERN...				STATE BASE...

Type to search by: ☐ Text ☒ Code

(0740424) Macon Farmers' Market  
 (0740425) Savannah Farmers' Market  
 (0740426) Thomasville Farmers' Market  
 (0740427) Federation of Southern Coopera  
 (0740428) Public Affairs/Consumer Servic  
 (0740429) Market Bulletin  
 (0740430) Seed Technology & Development  
 (0740431) Seasonal Markets  
 (0740432) Marketing and Promotion Progra

10. If you need to delete an allocation row, click in the checkbox next to that row and select **Delete Selected Allocations**

Allocations for Report: Instate Travel 7-16 to 31 Sgl

Expense List		Allocations						
Allocate Selected Expense		Total:\$283.23 Allocated:\$283.23 (100%) Remaining:\$0.00 (0%)						
Select Group		Allocate By:	Add New Allocation	Delete Selected Allocations	Favorites	Add to Favorites		
		Percentage	* Department	* Program	* Fund Source	* Fund	* Project	* Class
<input type="checkbox"/>	...	<input type="checkbox"/>	33.33333334	STATE GOVERN...	(0850201) State...	(01000) STATE G...	(10100) Operati...	(01) STATE BASE...
<input type="checkbox"/>	0...	<input type="checkbox"/>	33.33333333	STATE GOVERN...	(0740432) Mark...	(01010) STATE_F...	(10100) Operati...	(01) STATE BASE...
<input checked="" type="checkbox"/>	0...	<input checked="" type="checkbox"/>	33.33333333	STATE GOVERN...	(0850201) State...	(01000) STATE G...	(10000) General...	(01) STATE B...

- a. Click **Yes** in the pop up window

Please Confirm

Delete the selected row(s)?

**Yes** **No**

11. If this allocation is going to be used repeatedly on other expenses or expense reports, click on **Add to Favorites**

Allocations for Report: Instate Travel 7-16 to 31 Sgl

Expense List      Allocations      Total:\$283.23    Allocated:\$283.23 (100%)    Remaining:\$0.00 (0%)

Allocate Selected Expense    Allocate By:    Add New Allocation    Delete Selected Allocations    Favorites    **Add to Favorites**

Select Group

	Percentage	* Department	* Program	* Fund Source	* Fund	* Project	* Class	Activity
<input type="checkbox"/>	60	STATE GOVERN...	(0850201) State...	(01000) STATE G...	(10100) Operati...	(01) STATE BASE...	301	
<input type="checkbox"/>	40	STATE GOVERN...	(0740432) Mark...	(01010) STATE_F...	(10100) Operati...	(01) STATE BASE...	301	

12. Enter a unique name for this allocation and click **Save**.

Add to Favorites

Enter Allocation Favorite Name:

**Save** **Cancel**

13. Click **Save**

# Allocations for Report: Instate Travel 7-16 to 31 Sgl

### Expense List

Allocate Selected Expenses Clear Selections Summary

Select Group

<input type="checkbox"/>	Date	Expense	Group	Amount
<input type="checkbox"/>	07/22/2013	Fixed Meals		\$28.00
<input checked="" type="checkbox"/>	07/23/2013	Fixed Meals		\$28.00
<input checked="" type="checkbox"/>	07/26/2013	Fixed Meals		\$36.00
<input checked="" type="checkbox"/>	07/26/2013	Personal C...		\$173.46
<input checked="" type="checkbox"/>	07/23/2013	Personal C...		\$45.77

### Allocations

Total:\$283.23 Allocated:\$283.23 (100%) Remaining:\$0.00 (0%)

Allocate By: Add New Allocation Delete Selected Allocations Favorites Add to Favorites

<input type="checkbox"/>	Percentage	* Department	* Program	* Fund Source	* Fund	* Project	*
<input type="checkbox"/>	60	STATE GOVERN...	(0850201) State...	(01000) STATE G...	(10100) Operati...	(01) STATE BASE...	30
<input type="checkbox"/>	40	STATE GOVERN...	(0740432) Mark...	(01010) STATE_F...	(10100) Operati...	(01) STATE BASE...	30

Save

Cancel

Done

14. Click **OK** in the dialogue box.

### Success

Allocations have been saved.

OK

15. Click **Done**

Allocations for Report: Instate Travel 7-16 to 31 Sgl

**Expense List**

Allocate Selected Expenses
Clear Selections
Summary

Select Group

<input type="checkbox"/>	Date	Expense	Group	Amount
<input type="checkbox"/>	07/22/2013	Fixed Meals		\$28.00
<input type="checkbox"/>	07/23/2013	Fixed Meals	1	\$28.00
<input type="checkbox"/>	07/26/2013	Fixed Meals	1	\$36.00
<input type="checkbox"/>	07/26/2013	Personal C...	1	\$173.46
<input type="checkbox"/>	07/23/2013	Personal C...	1	\$45.77

**Allocations**

Allocate By:
Add New Allocation
Delete Selected Allocations
Favorites
Add to Favorites

☐ Percentage
\* Department
\* Program
\* Fund Source
\* Fund
\* Project

Save

Cancel

Done

16. Any items that have been allocated will display a pie shaped icon. Hover over the icon with the mouse to view the allocations for that item.

Expenses					Move	Delete	Copy	View	<<
<input type="checkbox"/>	Date	Expense	Amount	Requested					
Adding New Expense									
<input type="checkbox"/>	07/26/2013	Fixed Meals Augusta, Georgia	\$36.00	\$36.00					
<input type="checkbox"/>	07/26/2013	Personal Car Mileage	\$173.46	\$173.46					